

Jean-Francois Dufour

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Employment

November 2006-
Present

Rensselaer Polytechnic Institute

Troy, NY

Operations Coordinator Office of the Registrar

- Overhauled the study abroad program, increasing efficiency and accuracy of data management.
- Coordinate student orientation sessions, organizing a complex system of scheduling to ensure the orderly registration of incoming freshmen.
- Manage cross-registration program.
- Management of the capital region scholar program, a project that coordinates the registration and scheduling of regional high school academic elites into RPI science courses.
- Oversight of the registration and scheduling of: independent study, thesis dissertation form and the G.E. program.
- Process various files and forms related to student registration and matriculation.

September 2007-
Present

Rensselaer Polytechnic Institute

Troy, NY

Assistant Coach

- Head Coach Junior Varsity Baseball team.
- Responsible for scheduling regular season schedule and practices.
- Active in recruiting potential student athletes.
- Coordinate events at the Robison baseball field.

March 2006-
November 2006

Value Options

Latham, NY

Claims Processor

- Review all claim types to determine completeness and appropriateness for payment according to existing policies and procedures.
- Adjudicate claims to completion whether paid or denied.
- Review system outputs to ensure correct adjudication.
- Perform research on pending claims until resolution occurs.

September 2005-
September 2007

Hudson Valley Community College

Troy, NY

Assistant Coach Varsity Baseball

- Responsible for players' development and conditioning.
- Responsible for schedule and meetings Coordination.
- Involve with all facets of recruiting.
- Order uniforms and equipment for the team.

January 2001 -
February 2006

The College of Saint Rose
Custodian Coordinator

Albany, NY

- Responsible for maintaining purchase orders from all departments of the college.
- Responsible for coordination of multiple painting projects; management of staff, the purchase of materials and the scheduling of projects.
- Responsible for organization of supply warehouse.
- Assisted with campus-wide mail ensuring accurate and timely delivery.
- Organized custodial supplies to all departments throughout the campus.

September 2001 -
September 2003

The College of Saint Rose

Albany, NY

Athletic Work Study Student – Coordinator of Athletic Event Setup

- Responsible for scheduling workers for gymnasium set-up and take down for events.

Education

The College of Saint Rose
B.A. in Public Communications May 2005
Minor in Computer Information Systems

Computer Skills

Proficient in Microsoft Office, Banner System, Astra, AppWork and Internet

Related Skills

Speaks and writes fluent French